Subject: Fwd: Special Event Permit for Parking Lot 735 at 5th and Mesa in San Pedro
From: Gianine Rizzi <grizzi@sanpedrobid.com>
Date: 07/25/2017 09:36 AM
To: "La Rue, Rick" <rick.larue@nfp.com>, Lorena Parker
<lparker@sanpedrobid.com>

Hi RIck,

Please find our insurance requirements from the City of LA. We need to get the policy quoted and bonded so we can upload to Track 4 LA. Our event is Sun. Aug. 13th, 2017. Please confirm receipt and review attached doc with requirements from the city. Our event is quickly approaching us.

I look forward to hearing back from you. Please reach out if you have any questions.

All the best, Giaine Rizzi San Pedro Property Owners' Alliance 310-832-2183

------ Forwarded message ------From: **Gianine Rizzi** <<u>grizzi@sanpedrobid.com</u>> Date: Tue, Jul 25, 2017 at 9:10 AM Subject: Re: Special Event Permit for Parking Lot 735 at 5th and Mesa in San Pedro To: Rauhman Lavergne <<u>rauhman.lavergne@lacity.org</u>>, Lorena Parker <<u>lparker@sanpedrobid.com</u>>, Sandra Ciaramitaro <<u>sandra.ciaramitaro@lacity.org</u>>

Thank you Rauhman. We will submit to our insurance carrier to for review. I will let you know when we upload to track4la.

Best Regards, Gianine

On Mon, Jul 24, 2017 at 10:08 AM, Rauhman Lavergne <<u>rauhman.lavergne@lacity.org</u>> wrote:

Good Morning Gianine,

Attached is our Required Insurance and Minimum Limits for your event. Please let us know when it is posted to <u>track4la.lacity.org</u>.

Fwd: Special Event Permit for Parking Lot 735 at...

Best Regards,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

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On Tue, Jul 18, 2017 at 3:20 PM, Rauhman Lavergne <rauhman.lavergne@lacity.org > wrote:

Good Afternoon Gianine,

Just wanted to let you know I just spoke to our Risk Management team and they said they should have our insurance determination by this coming Friday. Thank you for being patient. Let us know if you have any questions.

Best Regards,

Rauhman Lavergne

Management Assistant Parking Facilities Division

Los Angeles Department of Transportation 213.972.4906

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On Tue, Jul 11, 2017 at 9:58 AM, Gianine Rizzi <<u>grizzi@sanpedrobid.com</u>> wrote:

Hi Rauhman,

Yes, Lorena Parker is my supervisor. I am taking over the process of securing the lot for the event. Sorry for any confusion. We are in the same office.

I will check back early next week if we have not heard back from you. We are on hold with our insurance quote until we receive your requirements.

Thanks so much.

All the best, Gianine Rizzi San Pedro Property Owners' Alliance

On Tue, Jul 11, 2017 at 9:26 AM, Rauhman Lavergne <<u>rauhman.lavergne@lacity.org</u>> wrote: Good Morning,

My pleasure.

Okay, great. I am not certain when we will have all the fees and insurance because once I make the contract, it will need to be reviewed by the Risk Management team. I am hoping to get all that to you within a week at least.

Also, we originally received this request from a Lorena Parker. I wanted to make sure that person is with your group and that I can delete that request and only focus on you being the main person to deal with regarding this event.

Thank you,

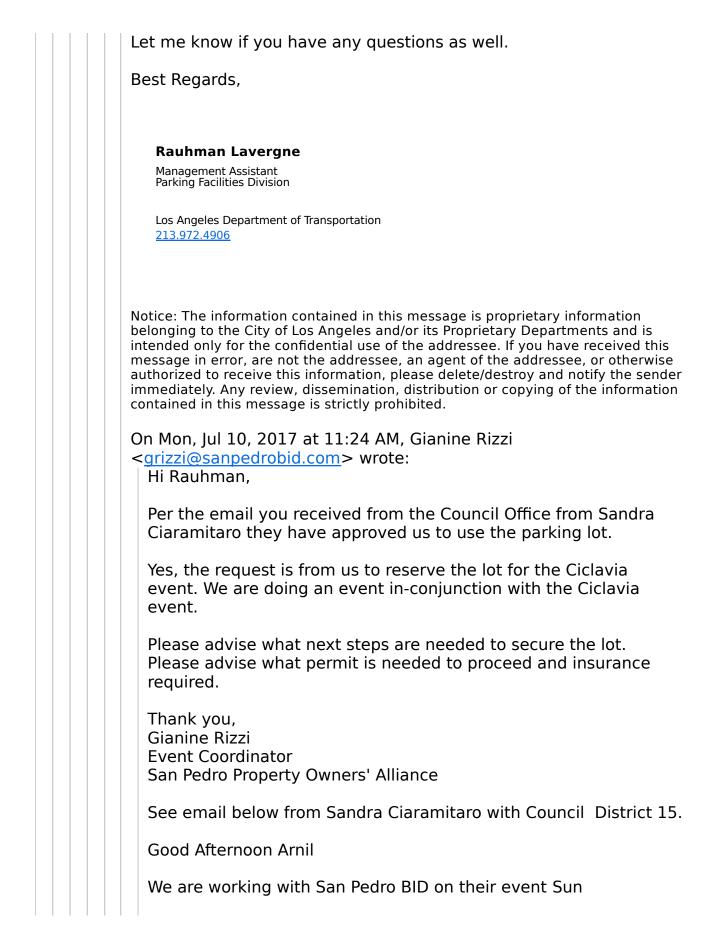
Rauhman Lavergne

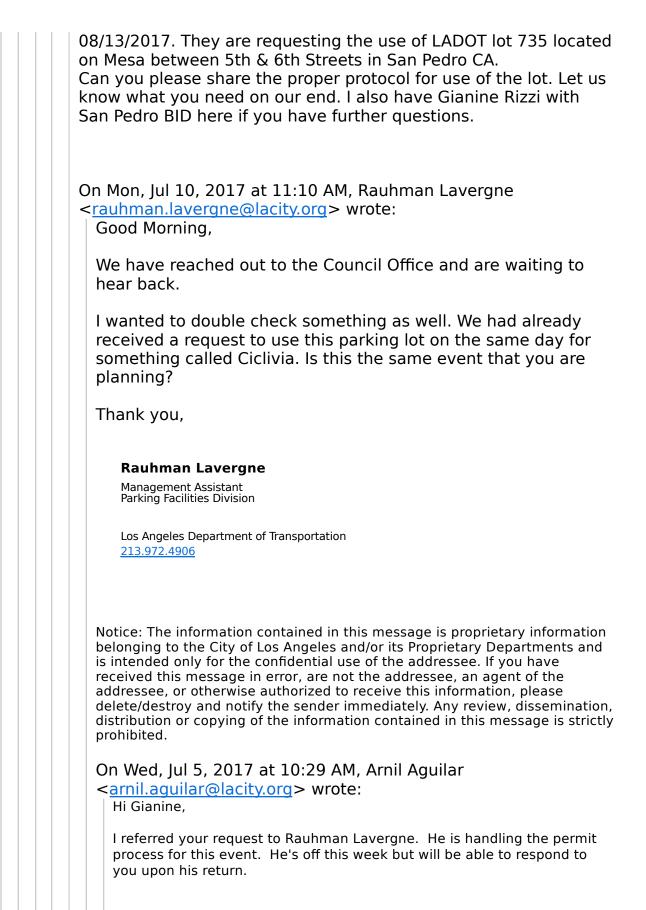
Management Assistant Parking Facilities Division

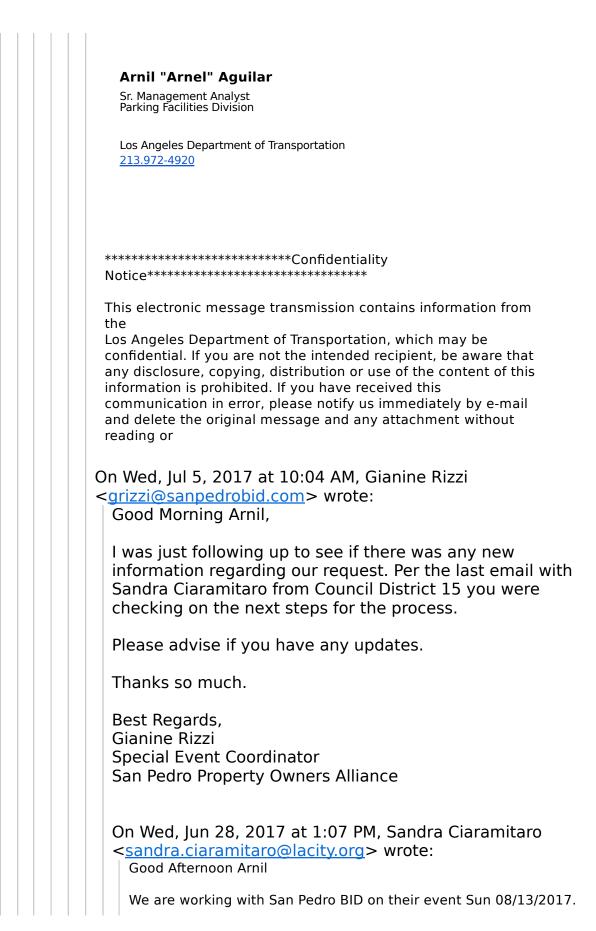
Los Angeles Department of Transportation 213.972.4906

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dissemination, distribution or copying of the information contained in this message is strictly prohibited. On Tue, Jul 11, 2017 at 9:15 AM, Gianine Rizzi <grizzi@sanpedrobid.com> wrote: Thank you Rauhman. I appreciate your response. Please see my address below for your files. Please note we have decided to not rent the bounce house. Parking lot requested is Lot #735 - Mesa St. entrance between 5th and 6th in San Pedro. Physical address is 396 W. 6th St. San Pedro, CA 90731 Also please advise the time frame it will take to finalize permit fees and insurance requirements. On Mon, Jul 10, 2017 at 3:19 PM, Rauhman Lavergne <rauhman.lavergne@lacity.org> wrote: Hello. Okay, great. We will need time to create the full permit so that we can send it to our risk management team to determine how much insurance will need to be obtained by your organization to go forward with the event. At that time we will also be able to provide you the fees and the deposit amount. Let me be sure I have all the information correct: Name: Gianine Rizzi Requestor: San Pedro Property Owners' Alliance 390 W. 7th St. San Pedro, CA 90731 Phone: 310-832-2183 Email: Grizzi@sanpedrobid.com Event: CICLIVIA Type of use: live music, refreshments, canopy, 10 - 15 tables and chairs, at least 2 food trucks, bounce house for kids. I still need an address of yours to put on file as well.







They are requesting the use of LADOT lot 735 located on Mesa between 5th & 6th Streets in San Pedro CA. Can you please share the proper protocol for use of the lot. Let us know what you need on our end. I also have Gianine Rizzi with San Pedro BID here if you have further questions.

Thank You

Sandra Ciaramitaro Council Aide/Special Events Office of Councilmember Joe Buscaino 15th District Phone: <u>310-732-4515</u> Fax: <u>310-732-4500</u>